

Provident Fund Office **U.S. Mission, Pakistan**

Vacancy Announcement No. PF - 13 / 01

Open To: All Interested Applicants
Duty Station: Islamabad
Office: Provident Fund Office
Position Title: Provident Fund Accountant
Work hours: 40 Hours per week
Salary: Rs. 1,270,208 p.a. plus benefits
Opening Date: October 11, 2013
Closing Date: October 24, 2013
Type of Appointment: Contractual

The Provident Fund Office is seeking an Accountant to provide accounting for its defined contribution Retirement Plan.

Basic Functions of the Position: The incumbent performs all administrative, accounting, reporting and financial analysis of the Provident Fund Accounts. Monitors the individual statements of accounts for all Mission employees. Prepares PF accounts for audit and assists the auditors. Processes final settlements and loans application after determining their eligibility. Supervises and reviews the finished work of the junior employee. Advises Board of Trustees on changes to PF rules and income tax changes. Acts as liaison between Board of Trustees with banks, Auditors, FSC Bangkok and Investment Consultants. Inputs PF financial data (payments & receipts vouchers, contribution and loan files received from Bangkok in Provident Fund software built in Visual FoxPro. Updates Board of Trustees on investment environment.

Qualification Required: Completion of Bachelor Degree (fourteen years of education) in accounting is required. Two to three years of experience in accounting or related field is required. The incumbent requires proficiency in both written and spoken English and Urdu.

Candidates can visit website <http://islamabad.usembassy.gov> for online submission of applications. Interested applicants for this position must submit their applications online at PakJobs@state.gov.

Only short listed candidates will be contacted.